

Texas Association of the Deaf Policy and Procedure

TOPIC: Financial Management

EFFECTIVE DATE: 2002

POLICY:

It shall be the duty of the Treasurer to manage the funds of the Texas Association of the Deaf according to policies adopted by the Board of Directors.

- (1) The Treasurer shall establish sound, acceptable accounting procedures for the expenditure and/or deposit of TAD funds.
- (2) The Treasurer shall have authority to write checks, make deposits and/or withdrawals from TAD's bank accounts.
- (3) The Treasurer shall have authority to make purchases up to \$500 for any single item. Any expenditure exceeding \$500 shall require approval of a majority of the Board of Directors.
- (4) The Treasurer shall inspect TAD's financial records on a periodic basis and report any irregularities to the Board of Directors.
- (5) An Finance Audit Committee shall be appointed by the Board of Directors to be composed of the Treasurer and two other TAD members in good standing to periodically review TAD's financial management policies and practices and make recommendations to the Board for changes within or improvement of financial management policies.

GRANTS AND AWARDS;

It shall be the policy of the Texas Association of the Deaf, to the extent possible, to award grants/funds to applying organizations within the State of Texas. Applying organizations must conform to the following criteria:

1. They are non-profit organizations.
2. They serve primarily Deaf and Hard of Hearing or Persons with Disabilities.
3. Their applications are designed to educate and benefit their targeted populations.

(Grants and Awards Continued)

Applications:

1. Letters of application must bear the letterhead of the applying organization.
2. They must explain in sufficient detail how the funds/grants will be spent, the population it intends to benefit, and the goals of the project to be accomplished.
3. In the case of Deaf or Hard of Hearing students needing assistance in an educational goal or leadership training, the student and/or his/her parent or a teacher may write a letter requesting funding.

Applications must be approved by a majority vote of the Board of Directors.

SUBJECT; Travel and Conference Expense Guidelines

EFFECTIVE DATE; 2002

POLICY:

It is the policy of the Texas Association of the Deaf to provide financial reimbursement to and/or covering the cost of the Board or Committee Chairpersons to attend conferences, institutes, seminars, workshops, symposia, etc, that are related to the mission and goals of TAD. All expenses are subject to the following guidelines and President approval.

- (1) The President and/or the Board of Directors by vote shall determine the number of directors attending conferences, institutes, seminars, workshops, symposia, or Association-related meetings. Expenses for which the Association will reimburse and/or cover are as follows:
 - (A) Conference fees: All fees including those for conference-sponsored entertainment.
 - (B) Travel: Coach airfare or private automobile at \$.28 a mile or at the rate Established by the State of Texas.
 - (C) Hotel: Lowest priced suitable accommodation in headquarters hotel or comparable hotel/motel.
 - (D) Taxi or Shuttle: All necessary travel for attendance from airport or hotels

to conference facility only.

- (E) Meals: Up to \$25.00 per diem. If an event registration covers a meal for that day, per diem will be paid only for the two remaining meals and so forth.
 - (F) Miscellaneous expenses: Occasions may arise in the course of a conference trip in which it may be of value to the Association to incur certain expenses not covered above, such as taking someone to lunch. Under these circumstances, such expenses may be reimbursable when incurred and reasonable.
- (2) TAD will assume responsibility for the following expenses related to Association activities as follows:
- (A) Parking: For duration of the meeting or activity and receipt will be necessary.
 - (B) Airport Parking: With receipt
 - (C) Tolls: With Receipt

SUBJECT: TRAVEL

EFFECTIVE DATE: 2002

It is the policy of the Texas Association of the Deaf that travel performed in the course of conducting Association business is subject to the approval of the President and/or Board of Directors and must be within the following guidelines:

- (1) Travel of directors shall be approved by the President and/or by a vote of the Board of Directors.
- (2) Under normal circumstances, directors/employees should use the most expedient mode of transportation available, book the least expensive fare and stay in and eat at moderately priced restaurants.
- (3) Any request for approved travel reimbursement must be done using a form

available from the TAD Treasurer. Any travel that does not have prior approval

from the President or Board of Directors and which is deemed unreasonable relative to the circumstances will not be paid or reimbursed.

- (4) Directors or Committee Chairs may obtain a cash advance for approved business travel by submitting a written request to the President at least two week prior to departure.
- (5) When travel is outside the home area of the Directors/Committee Chairs, they can either travel by automobile or coach airline. The Association will reimburse the lesser amount of the travel.

Updated by _____ on _____

Adopted and approved by a majority of the Board of Directors on _____

_____, President

_____, Officer

_____, Officer